

## Value Engineering Study Set-Up

<input type="checkbox"/>	Read <i>Design Manual</i> Chapter 315.
<input type="checkbox"/>	<p>To initiate a VE study, the project manager submits a Request for Value Engineering Study form to the regional VE coordinator. This form is available at: <a href="http://www.wsdot.wa.gov/eesc/design/VE/files/VERequestForm.xls">http://www.wsdot.wa.gov/eesc/design/VE/files/VERequestForm.xls</a></p> <p>At least one month in advance of the proposed study date, forward the form to: Adele McCormick, Value Engineering Coordinator, HQ Design, Phone 360 705-7298, E-mail <a href="mailto:McCormA@wsdot.wa.gov">McCormA@wsdot.wa.gov</a></p> <p>Adele will identify a team leader and coordinate with the regional VE coordinator to confirm the study date.</p>
<input type="checkbox"/>	<p>Coordinate with the team leader to identify team members:</p> <ul style="list-style-type: none"> <li>• What expertise is needed from the region?</li> <li>• What expertise is needed from Headquarters?</li> <li>• Are there outside stakeholders who should be represented on the team?</li> <li>• Is the project on an Interstate or NHS highway? <ul style="list-style-type: none"> <li>○ If so, contact FHWA as soon as possible to ensure their representation on the team.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p>Determine an appropriate location for the VE study, to provide:</p> <ul style="list-style-type: none"> <li>• Adequate table space for the team members</li> <li>• Adequate space for guests at the presentation on the final day</li> <li>• Adequate space to display project maps and presentation materials</li> <li>• A wall or screen suitable for computer projection</li> </ul>
<input type="checkbox"/>	<p>Make arrangements for necessary equipment, including:</p> <ul style="list-style-type: none"> <li>• Computer projector</li> <li>• Live network jacks in the VE study room (2 or more)</li> <li>• Projection screen if necessary</li> <li>• Network address for a nearby printer</li> <li>• Equipment listed in <i>Design Manual</i> Figure 315-3</li> </ul>
<input type="checkbox"/>	<p>Make arrangements for a field trip to the project site, including a van or suitable vehicles to transport the VE study team and accompanying project team members. The field trip will take place on the first day of the VE study.</p>
<input type="checkbox"/>	Prepare Study Package to include items listed in <i>Design Manual</i> Figure 315-3.
<input type="checkbox"/>	Send the team members a VE study agenda, including location, and directions.
<input type="checkbox"/>	Coordinate with the project team to present the project to the VE team on the first day of the VE study.
<input type="checkbox"/>	Have hard hats and vests available for all field trip participants.
<input type="checkbox"/>	Invite appropriate administrators and managers to the VE study presentation on the final study day.
<input type="checkbox"/>	After the study is complete and the report is available, distribute the report to team members, project team, region management, and appropriate stakeholders.
<input type="checkbox"/>	Read <i>Design Manual</i> page 315-2, Implementation Phase. Prepare a VE Decision Document and VE Recommendation Approval Form (available on the WSDOT Value Engineering website: <a href="http://www.wsdot.wa.gov/eesc/design/VE/">http://www.wsdot.wa.gov/eesc/design/VE/</a> ) and send them to the Headquarters Value Engineering Manager.